

## **Wetlands and Waterways Program: Checklist for Floodplain, Waterway, Tidal or Nontidal Wetland Applications**

- ☐ Processing Fee Enclosed
- ☐ Exempt from Processing Fee

- ☐ Applicant's name, mailing address, telephone number, email address and fax number
- ☐ Authorized agent's (or primary contact and other contact) names, mailing addresses, telephone numbers, email addresses and fax numbers
- ☐ Any existing authorization numbers or previously assigned numbers
- ☐ General description of project purpose and proposed activity.
- ☐ The name of the city or town, waterbody, and county where the project is located
- ☐ Clear directions to project site
- ☐ Latitude and longitude from a central location within the project limits

### **Wetland, Waterway/Stream, Buffer, Floodplain Description**

- ☐ Itemized calculation of all permanent and temporary wetland, stream, buffer, floodplain impacts
- ☐ A delineation report of the area of all wetlands and buffers on the site and associated wetland data sheets. The report map should include the location of all streams, 100-year floodplains?, open water and other surface waters on the site the limits of Chesapeake Bay Resource Protection Areas (RPAs), Wetland types should be noted according to their Cowardin (USFWS-National Wetlands Inventory) classification or similar terminology.
- ☐ Description of How Impacts were Avoided or Reduced
- ☐ Mitigation Proposal, if applicable

### **Plans**



- ☐ A detailed vicinity map of the project area, including the project boundary. The map should identify the project site, property boundaries, and adjacent property owners
- ☐ Plans showing distance of all proposed structures to all contiguous property lines and any appropriate County or State property line building restriction setbacks, right-of-ways and/or easements
- ☐ A plan view depicting existing and proposed conditions and structures. All plan view sketches should include, but are not limited to: north arrow; existing and proposed contours and/or grades; limit of surface water areas; ebb and flow direction of all water bodies (e.g., streams, tidal waters); applicant name and address; all horizontal dimensions of all proposed structures and impacts, existing conditions of the project site which includes all existing structures at or near the project site including neighbors; existing areas of wetland vegetation or mapped wetlands and buffers; the project boundary and a boundary demarcating the limits of disturbance. A section view showing existing and proposed conditions and structures.
- ☐ A description of construction access and methodology and a proposed construction schedule, with an estimated completion date
- ☐ Description of stabilization for temporary impacts

#### **ALL Tidal Projects**

- ☐ Plans on 8.5" x 11" paper; Plans are to be legible and not cluttered; usable written scale no smaller than 1" = 100', Dimensions of proposed structures must be represented.
- ☐ Plan views should include Mean High Water Line (MHWL) and Mean Low Water Line (MLWL; referenced to 0.0'). *If MHWL or MLWL are to be altered during construction the proposed MHWL and MLWL should also be labeled*
- ☐ Plan views should include water depths marked as either contours or spot depths that extend across the width of the waterway.
- ☐ Plan view should include the maximum channelward extent beyond mean high water of all proposed structures and impacts



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Plan view should include the distance across the waterway, perpendicular to the proposed worksite, to the opposite shoreline and maximum fetch for the project worksite; *include multiple bearings and/or summer-winter wind direction if possible*

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Dredge material management plan (*for dredging projects only*) including type of dredging, location of dredged material placement site, handling and transport method for dredge material, the dimensions and detailed design of the proposed dredged material placement site including a plan and cross section drawing of dewatering area (*if proposed*), maximum volume of dredged material, and an acceptance letter from the operator of the dredged material placement site.

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**ALL Non-Tidal Projects:** Large-sized impacts map (at a scale no smaller than 1" = 200'); use match lines if the entire site cannot fit on one sheet at this scale